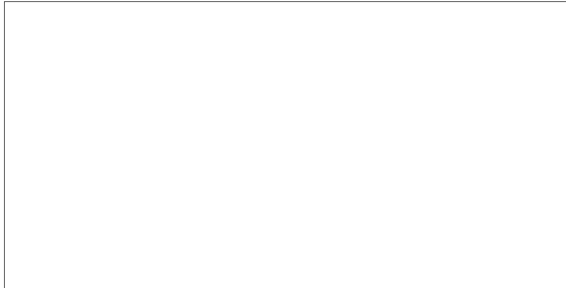


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TRNG. 3-6
Human Resources

2 March 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Human Resources Program in DDA, Groups III and IV

1. During the weeks, 1-5 February and 15-19 February, [redacted] Chief of the Management Training Division, conducted the Human Resources Program 4 1/2 hour initial course with two groups of supervisors in DDA.

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2. At the request of [redacted] two additional groups have been scheduled as follows:

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DDA (III)

Wednesday	31 March	Group Meeting #1	2:00 - 3:00
Thursday	1 April	Individual 1/2 hour conferences between the discussion leader and members of the group.	
Friday	2 April		
Monday	5 April	Group Meeting #2	2:00 - 3:00
Tuesday	6 April	Group Meeting #3	2:00 - 3:00
Wednesday	7 April	Group Meeting #4	2:00 - 3:00

DDA (IV)

Wednesday	14 April	Group Meeting #1	2:00 - 3:00
Thursday	15 April	Individual 1/2 hour conferences between the discussion leader and members of the group.	
Friday	16 April		
Monday	19 April	Group Meeting #2	2:00 - 3:00
Tuesday	20 April	Group Meeting #3	2:00 - 3:00
Wednesday	21 April	Group Meeting #4	2:00 - 3:00

3. It is our understanding that [redacted] will make the necessary arrangements to secure rooms for the group meetings and to schedule the attendance of DDA personnel.

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4. [redacted] will plan to schedule further Human Resources Program meetings in the individual DDA components after the completion of this current series of four meetings for supervisors from across DDA.

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MATTHEW BAIRD
Director of Training

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cc: [redacted]

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25 YEAR RE-REVIEW